

## INTEGRATED RESOURCE TIMBER CONTRACT PROSPECTUS

<b>Stewardship Contract Name :</b> Roadway First Thinning <b>National Forest :</b> Kisatchie <b>Bidding Method :</b> Sealed Bid <b>Location to Receive Offers :</b> Forest Supervisor's Office, 2500 Shreveport Highway, Pineville, LA 71360 <b>Date :</b> 07/01/2015	<b>Type of Contract :</b> Premeasured <b>Ranger District :</b> Kisatchie  <b>Time :</b> 04:00 PM
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**1. INTRODUCTION.** This prospectus furnishes prospective offerors with information not contained in the published advertisement and is designed to enable offerors to decide whether or not to further investigate this stewardship project. The prospectus is not a legally binding document, but is offered to provide general information about a Stewardship Contract. The prospectus does not include descriptions, estimates, and other data that are contained in the sample contract, unless otherwise stated. In the event that the prospectus contains an error or contradicts the sample contract, the contract governs. Offerors are urged to examine the contract and make their own estimates. Contract 2400-13T will be used. Inspect the contract area and the sample contract before submitting an offer. Obtain the appraisal, other information on the contract and stewardship work items and conditions of offering at Forest Service offices listed above and in the advertisement.

This is a Stewardship End Results Contract authorized by 16 U.S.C. 2104 Note.

**2. OFFERING.** This is a Sealed Bid Stewardship Contract. Offerors must submit sealed offers on prepared forms they can obtain from Forest Service offices listed above and in the advertisement. The forms include instructions for offering and submission of the required certifications and technical proposals. The term "offer form" in this prospectus is the Bid for Integrated Resource Contract form. Also, the term "offeror" in this prospectus is identified as "offeror" in the Bid for Integrated Resource Contract form. **THE OFFERS WILL NOT BE PUBLICLY OPENED.**

The offeror is required to submit a technical and price proposal and comply with all other provisions stated on the offer form. The proposal should be practical and be prepared simply and economically, providing a straightforward, concise description of the Contractor's ability to meet the requirements of the contract. Upon contract award, this technical proposal will become a binding part of the contract. See Section 21, General for instructions for preparation of technical proposals and evaluation factors for award.

**3. LOCATION AND DESCRIPTION OF INTEGRATED RESOURCE TIMBER.** Refer to the sample contract and contract area map attached to the sample contract for legal location of contract area, location of payment units, location of cutting units, the acreage of contract area, the cutting unit acreage and location of stewardship work activities.

THE FOLLOWING GENERAL LOCATION, ROUTES OF ACCESS, ACREAGES, AND OTHER SPECIAL LOCATION DATA DO NOT SUPERSEDE THE CONTRACT AREA MAP OR SAMPLE CONTRACT.

The contract area is located on the Kisatchie Ranger District in Natchitoches Parish, LA. The timber removal areas are approximately two (2) miles east of Bellwood, LA in T6N, R8W, Sections 15, 22, & 23; and ten (10) miles east of Bellwood, LA in T7N, R7W, Sections 28 & 33, and consists of about 907 acres, of which an estimated 419 acres are designated for cutting. The stewardship work consists of rehabilitation of road 339 in T6N, R6W, Sections 6 & 7, T6N, R7W, S. 13, and T7N, R6W, S. 64 approximately four (4) miles west of Derry, LA. The sale contains 7 Payment Units, all of which are designation by spacing thinning, which allows the purchaser to cut and remove: 1) smaller diameter trees within 13 feet of a live pine tree that has a larger stump diameter than it and the larger tree is not designated for cutting; and 2) all trees within skid corridors which are no more than 14' wide and no closer than 70' apart measured center to center. The boundary lines are marked in orange. Prospective bidders are advised to examine the Sample Contract for more information.

**4. QUANTITIES AND RATES.** The quality, size, cut per acre, and product suitability of the timber are estimates based on detailed cruise information on file and available for inspection at the Forest Service offices listed above and in the advertisement. **VOLUME QUANTITIES LISTED HEREIN ARE MADE AVAILABLE WITH THE UNDERSTANDING THAT VALUES SHOWN ARE FOREST SERVICE ESTIMATES AND ARE NOT GUARANTEED.** For these reasons, offerors are urged to examine the contract area and make their own estimates.

THE MINIMUM ACCEPTABLE BID RATE FOR THE MANDATORY TIMBER CUTTING UNITS IS STATED IN THE ATTACHED OFFER FORM. THESE RATES ARE EFFECTIVE AT THE TIME OF ADVERTISEMENT.

### Mandatory Estimated Quantities and Rates per Unit of Measure

				Rates Per Unit of Measure			
Species	Product	Unit of Measure	Estimated Quantities	Base Rate	Advertised Rate	Additional Deposits for Slash Disposal	Road Maintenance
Mandatory Timber Cutting Units :							
Southern Yellow Pine	Sawtimber	CCF	511.00	0	\$63.01	\$0.00	\$3.31
Softwood - Other	Pulpwood	CCF	7,194.00	0	\$20.70	\$0.00	\$3.31
	TOTAL	CCF	7,705.00			\$0.00	\$25,503.55

### Optional Estimated Quantities and Rates per Unit of Measure

				Rates Per Unit of Measure			
Species	Product	Unit of Measure	Estimated Quantities	Base Rate	Advertised Rate	Additional Deposits for Slash Disposal	Road Maintenance

All of the mandatory stewardship work items, as shown in A.4.3 or AT.4.4 of the sample contract, shall be performed. Optional stewardship work items, as shown in A.4.3 or AT.4.4 of the sample contract, shall be performed when authorized in writing by Contracting Officer. Such authorization may be for all or a portion of the quantity shown. Optional stewardship work items may be selected and authorized in any order. Upon written request of Contractor, additional stewardship work items shall be considered and authorized; however, Contracting Officer shall not be obligated to authorize additional stewardship work items if three or more authorized optional stewardship work items or any of the mandatory stewardship work items remain uncompleted. Contracting Officer shall not be obligated to authorize additional stewardship work items at any time if Contracting Officer determines that there is insufficient value of remaining designated timber to cover the value of additional stewardship work items.

Stewardship Schedule of Work Items			
Item Number (a)	Work Activity Description (b)	Unit of Measure (c)	Estimated Quantity (d)
<b>Mandatory Stewardship Work Items</b>			
001	Road Restoration FDR 339	Miles	1.65

#### 5. PERIOD OF CONTRACT. The normal operating season covers the period between 03/15 and 12/15.

Contract termination date is 09/30/2018. Extensions of this contract may be granted only when the contractor has met specified conditions.

Upon acceptance by the Forest Service, the technical proposal is a binding part of the contract and shall include, but is not limited to, plan periods for and methods of work activities. The Contractor must also submit an annual schedule of operations before commencing operations. This schedule will include the anticipated major activities and needs for harvest. This annual schedule of operations does not require concurrence of the Forest Service.

**6. PAYMENT.** Payment for timber and any required deposits for slash disposal or road maintenance are required in advance of cutting. Contractor may earn stewardship credits or provide an acceptable payment guarantee prior to cutting. "Stewardship Credits" are credits that are earned and established when work described in K(T)-G(T).9# of the sample contract has been performed and accepted. Stewardship Credits shall be earned at the offer rate as shown in the awarded contract. Earned Stewardship Credits may be used to pay for Included Timber value in excess of Base Rates and Required Deposits. Base Rates and Required Deposits must be paid

in cash.

**7. PERFORMANCE BOND.** A performance bond is required. The penal sum of the bond will be 10 percent of the total offer value for included timber, rounded up to the nearest \$100 when the total offer value is \$10,000 or less; and rounded up to the nearest \$1000 when the total offer value exceeds \$10,000; or \$18200, whichever is greater.

**8. SPECIFIED ROADS.** Not Applicable.

**9. ROAD MAINTENANCE.** Contractor shall perform or pay for road maintenance work, commensurate with Contractor's use, on roads controlled by Forest Service, and used by Contractor in connection with this contract. Road maintenance requirements are based on the predicted haul route. Any change in the Contractor's actual haul route may necessitate a change in the roads to be maintained and/or in the amount of required deposit for road maintenance. Required deposits for road maintenance are listed in provision K(T)-F(T).3.2# in the sample contract. Maintenance specifications are in the sample contract.

**10. INAPPLICABLE STANDARD PROVISIONS.** See sample contract.

**11. SPECIAL PROVISIONS.** See sample contract.

**12. SET-ASIDE CONTRACTS.** Not Applicable.

**13. LOG EXPORT AND SUBSTITUTION RESTRICTIONS.** Not Applicable.

**14. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE REVIEW.** If the total contract value for this contract exceeds \$10 million, before award, the Forest Service shall request an equal employment opportunity compliance review of the Contractor to determine compliance with the provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967 and Executive Order No. 12086 of October 5, 1978.

**15. AWARD.** The Contracting Officer is required to make a determination of Contractor responsibility as stated in Title 36, Section 223.101, of the Code of Federal Regulations.

To determine a Contractor to be responsible, a Contracting Officer must find that:

- a. The Contractor has adequate financial resources to perform the contract or the ability to obtain them;
- b. The Contractor is able to perform the contract within the contract term taking into consideration all existing contracts and Governmental business commitments;
- c. The Contractor has a satisfactory performance record on similar type contracts. A prospective Contractor that is or recently has been seriously deficient in contract performance shall be presumed not to be responsible, unless the Contracting Officer determines that the circumstances were beyond the Contractor's control and were not created through improper actions by the Contractor or affiliate, or that the Contractor has taken appropriate corrective action. Past failure to apply sufficient tenacity and perseverance to perform acceptably under a contract is strong evidence that a Contractor is not responsible. The Contracting Officer shall consider the number of contracts involved and extent of deficiency of each in making this evaluation;
- d. The Contractor has a satisfactory record of integrity and business ethics;
- e. The Contractor has or is able to obtain equipment and supplies suitable for completing the requirements of the contract;
- f. The Contractor is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Offerors, by signing the offer form, certify that, to the best of offeror's knowledge, the offeror will meet the requirements in 36 CFR 223.101, determination of Contractor responsibility, and if awarded this contract, that offeror will complete the contract and any modifications thereof in accordance with its terms including requirements to purchase, cut, and remove included timber or forest products and complete stewardship projects by the termination date.

**16. FALSE STATEMENTS ACT.** Offerors, by signing the offer form, certify that they are aware that offeror is subject to the penalties prescribed in 18 U.S.C. 1001, Chapter 47, Fraud and False Statements (P.L. 104-45). The Act states "whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than 5 years, or both."

**17. DAMAGES.** This contract shall be terminated for breach if: 1) Contractor fails to execute this stewardship contract or furnish a satisfactory performance bond by the date required in the award letter, if required; or 2) offeror is found to have violated the False Statements Act in making any statement or certification on the offer form including not meeting responsibility requirements, and offeror has made a false statement.

**18. SUSPENSION AND DEBARMENT CERTIFICATION.** Non-procurement debarments and suspensions are governed by the Government-wide common rules (7 CFR 3017). These rules require each contractor, to submit a certification for itself, its principals, and its affiliates when submitting an offer on stewardship contracts. The offeror must designate its status regarding debarment, suspension, and other matters as specified on the offer form. The offeror, by signing the offer, certifies this status. An explanation for not submitting a certification may be submitted. The Contracting Officer will determine whether the explanation provides sufficient reason for permitting participation in the competition. Also, as a Contractor enters into transactions with subcontractors, these subcontractors must certify their eligibility. The certification titled "Subcontractor Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion" must be provided to subcontractors, but completed certifications are not required to be submitted with the offer. Contractor must keep these subcontractor certification forms on file for review by the Forest Service, if requested. The certification forms and instructions for subcontractors transactions are provided as an addendum to the offer form.

**19. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) REGULATIONS.** Conduct of operations on this contract is subject to compliance with all OSHA requirements related to the various work activities. Inspection by OSHA may include inspection for compliance with the logging operations regulations at 29 CFR 1910.266. This standard is applicable to the entire logging industry wherever logging operations occur. Information is available to assist Contractors to ensure compliance with the logging operations regulations during conduct of this contract from the U.S. Department of Labor, Occupational Safety and Health Administration, U. S. Department of Labor OSHA 9100 Bluebonnet Centre Blvd., Suite 201 Baton Rouge, LA 70809, 225-298-5458.

**20. GENERAL.** Corporations submitting an offer under this solicitation must include form AD-3030-FS, Representations Regarding Felony Conviction and Tax Delinquent Status For Corporate Applicants. Copies of this form may be obtained from the Forest Service office shown on page 1 of this prospectus or electronically at: <http://www.ocio.usda.gov/policy-directives-records-forms/forms-management/approved-computer-generated-forms>.

**PREHAUL MAINTENANCE:** The Purchaser will be required to perform prehaul road maintenance on Forest Service road K04C prior to haul. A cost allowance of \$5,164.00 is estimated for this work, including hauling and placement of approximately 100 tons of Winn Rock, and should be considered a logging cost for prospective bidders. See sample contract for specific information.

**ROAD MAINTENANCE:** The purchaser will be responsible for making a required deposit (16 U.S.C. 537) in the amount of \$3.31 per CCF (approximately \$25,548.60) for using Forest Service roads to haul timber. Additionally, a cost allowance for purchaser required road maintenance on secondary roads of approximately \$3,095.20 has been made in the appraised value of the timber.

**DESIGNATION BY SPACING CUTTING:** In Payment Unit(s) 1-7, the cutting method is designation by spacing, which allows the purchaser to cut and remove 1) smaller diameter trees within 13 feet of a live tree that has a larger stump diameter than it and the larger tree is not designated for cutting; and 2) all trees within skid corridors which are no more than 14 feet wide and no closer than 70 feet apart measured center to center.

**EROSION CONTROL:** The purchaser will be responsible for seeding and fertilization of an area estimated to be 3 acres to Forest Service specifications. If the Forest Service performs such work as provided under a written cooperative agreement (16 U.S.C. 572), the Purchaser shall make a required cash deposit in the amount of \$1,375.29.

**SHOW-ME TRIP:** The District will conduct a Show-Me trip for anyone interested in learning more about this contract and the specific requirements. Interested offerors should meet at the Kisatchie Ranger District office located at the intersection of the Longleaf Trail Scenic Byway (FH 59) and LA 117 on June 10, 2015 at 9:00 a.m.

**STEWARDSHIP CONSERVATION PROJECTS:** Contractor will be required to perform the following mandatory conservation projects in addition to removal of Included Timber:

## KT-GT.9# - STEWARDSHIP PROJECTS

### Project 001: Road Restoration

Road Restoration work on 1.65 miles of National Forest System Road (NFSR) 339 will consist of:

- 30 feet of Furrow Lead-off Ditches
- 3,000 feet of Ditching right & left
- 0.57 Miles of Linear Grading
- Placing 275 tons of Riprap, class 30 in lead-off ditches
- Placing of 1200 tons of Aggregate surfacing, course grading R, compaction method A
- Seeding and fertilizing of 0.1 Acre

All locations will be staked by Construction Inspector (CI) prior to starting work. Work will begin at station 57+00 and end at station 87+00.

Work is to be completed in the following order: furrow ditches, road reconditioning, placing riprap, placing aggregate, grading, and seeding/fertilizing.

### FURROW LEAD-OFF DITCHES

This work consists of reshaping 10 lead-off ditches and reconstructing 1 lead-off ditch.

Lead off ditches designated by the Contracting Officer shall be cleaned and reshaped to provide drainage away from the roadway. Material excavated from lead off ditches shall not be reclaimed onto the roadway.

### ROAD RECONDITIONING, DITCHING RIGHT and LEFT

This work consists of reconditioning ditches, shoulders, roadbeds and aggregate surfaces.

Ditches shall be shaped as shown on the Typical Section Drawing (Figure 1), unless otherwise directed by the Contracting Officer. Drainage structures and road appurtenances shall not be damaged during this operation. Handwork required to properly connect ditch flow lines to drainage structure inlets is considered a part of this activity.

Within the ditch, all suitable material, having the same character as the road surface, excavated through this activity shall be reclaimed and used within the riding surface. Unsuitable material shall be spread along back slopes or fill slopes to assure road surface drainage and prevent unsuitable material from being pulled onto aggregate surfaces. Following this work, the riding surface shall be graded in accordance with specification listed below.

### PLACING RIPRAP

This work consists of placing 275 tons of class 30 riprap scattered evenly through-out all lead-off ditches to slow runoff and prevent erosion.

Individual Stone Weight % by Weight

Class 30	5-24	20-40
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### AGGREGATE SURFACE

This work consists of placing 1200 tons of course R grade aggregate on the roadbed.

The work includes preparation of the existing surface, furnishing, loading, hauling and spreading specified aggregate material, compacting and finish grading.

Remove, by cutting out, all damaged areas of surface, and work new material smoothly over the entire riding surface width.

Grading R:

Sieve Size Percent Passing

2 inch	90-100%
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1 inch	20-100%
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No. 4	0-65%
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Compact each layer full width. Roll from sides to the center, parallel to the centerline of the road. The compaction method to use all construct equipment and gravel trucks traveling back and forth on roadway to compact.

### LINEAR GRADING

Grading operations shall be conducted over the entire riding surface for 0.57 mile in order to remove, by cutting out, all ruts, potholes, corrugations and berms. All suitable dislodged aggregate shall be smoothly redistributed over the entire riding surface to produce the proper cross slope or crown. Road structural terms are illustrated on the Typical Section drawing (Figure 1). The road center line shall be the high point of the roadbed and have a crown sloping down at 2 % to the road shoulder or ditch. Aggregate surfacing which has been worked onto road shoulders by traffic or maintenance activities shall be reclaimed and smoothly redistributed over the entire riding surface. Riding surface widths shall be perpetuated as existing.

Dips and swales designed to control surface drainage shall be maintained. No undercutting of road surface nor material berms will be allowed. Assure proper surface drainage after all operations. Usual amounts of grass, leaf litter or pine straw shall be smoothly spread within the riding surface after movement sufficient to sift out surface aggregate. Where grass, leaf litter or pine straw is excessive, as determined by the Contracting Officer, this material will be piled in spots along the road shoulder and left to decay. Care shall be taken that this material does not interfere with surface drainage.

Blading operations shall be conducted as required to prevent accumulation of surface material and debris on concrete bridge decks. Care shall be taken not to damage any part of the bridge. All suitable material shall be smoothly redistributed over the riding surface at bridge approaches.

Care shall be taken to avoid blading any surface material into cattleguards. Any material deposited in cattleguards as a result of the Contractor's operation shall be cleaned out at the expense of the Contractor.

Loose rocks protruding three inches or more above the graded surface shall be removed. It is permissible to waste these rocks off the riding surface away from drainage ditches.

#### SEEDING and FERTILIZING

This work shall consist of preparing seedbeds, and furnishing and placing required seed and fertilizer. Seed and fertilizer shall be applied with approved mechanical seeding equipment such as seed drills, landscape seeders, cultipacker seeders, fertilizer spreaders or hand-operated seeders. Areas to be seeded shall be disked to a minimum depth of two inches prior to application. Seed and fertilizer shall be applied separately, with fertilizer being applied first. Both shall then be incorporated by dragging.

#### Fertilizer

Fertilizer shall be homogenized or blended, and shall provide the following minimum percentages of available nutrients - 13% Nitrogen, 13% Potash and 13% Phosphorus. It shall be furnished in new, clean, sealed containers with the name, weight and guaranteed analysis of contents clearly marked. It shall be applied uniformly at 500 pounds per acre.

#### Seed

Seed shall be furnished separately or in a mixture in standard sealed containers with (1) seed name, (2) lot number, (3) new weight, (4) percentages of purity and of germination, and (5) percentage of maximum weed seed content clearly marked for each kind of seed. Seed shall meet the requirements of Fed. Spec. JJJ-S-181B. Seeding shall be performed in accordance with the applicable seasonal schedule and rates as follows: (see Sample Contract)

The successful offeror shall register in the Central Contractor Registration (CCR) at [www.ccr.gov](http://www.ccr.gov).

#### INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND PRICE PROPOSALS

(a) General Instructions. Proposals submitted shall be furnished in the following format with the numbers of copies as specified below.

(1) - The proposal must include a technical proposal and price proposal. Each of the parts shall be separate and complete so that evaluation of one may be accomplished independently from evaluation of the other. The technical proposal must not contain reference to cost.

(2) - Offerors may, at their discretion, submit alternate proposals or proposals which deviate from the requirement; provided, that an offeror also submit a proposal for performance of the work as specified in the statement of work. Any "alternate" proposal may be considered if overall performance would be improved or not compromised, and if it is in the best interest of the Government. Alternate proposals, or deviations from any requirement of this Request for Proposal (RFP), must be clearly identified.

OR

(2) Offerors must submit a proposal that meets all requirements specified in the sample contract. No alternate proposals will be accepted.

(3) - The Government will evaluate proposals in accordance with the evaluation criteria set forth below.

(4) - Offerors shall submit their proposal(s) in the following format and the quantities specified:

(i.) One copy of the completed, signed offer form FS-2400-14BV or FS-2400-14BVU provided by the Forest Service for this contract.

(ii.) Three copies of the technical proposal.

(iii.) One copy of the business/cost proposal.

(b) **Technical Proposal Instructions.** Technical proposals will be evaluated to determine the ability of the Contractor to meet the requirements of the Government. As a minimum, the proposal must clearly provide the following: See the attached Technical Proposal Form for the Evaluation Factors and Subfactors.

## EVALUATION, NEGOTIATION AND AWARD PROCESS

Proposals will be evaluated and rated to determine which offerors are within a competitive range, price and other factors considered. Award may be made without further negotiations. Proposals should be submitted initially on the most favorable terms that the offeror can submit to the Government, from both price and technical standpoints. However the Government may, after evaluation of proposals, conduct further oral or written discussions as appropriate, with all offerors whose proposals are within a competitive range. Proposals that do not address one or more criteria or subfactors, may not be considered further for award.

Firms lacking a past performance record (e.g., new firms or those with no relevant experience within their organization) will be treated as an unknown performance risk, receiving a neutral score in this criteria. A neutral score will be established as the average of all other competing offerors, or the average of the total score available, whichever is less.

## EVALUATION CRITERIA

The evaluation factors for this contract and their relative importance are listed below in descending order of priority. All subfactors within a factor are equal in weight.

Factor	Approximate Weight
A. Price	80%
B. Technical Approach	10%
1. Plan of Operations	
2. Quality Control	
3. Contract Manager and On-the-Ground Supervisor(s)	
4. Equipment	
5. Production Capability	
C. Capability and Past Performance	5%
1. Key Personnel	
2. Subcontractors	
3. Past Contacts	
D. Utilization of Local Workforce	5%
E. Other	0%

**Award Statement.** One award will be made to the offeror (a) whose proposal is technically acceptable and (b) whose technical/price relationship is the most advantageous to the Government. All technical evaluation factors (B-D), when combined, are approximately equal to price (A). The critical factor in making any technical/price trade-off is not the spread between the technical ratings, but rather the significance of that difference. The significance of the spread in ratings will be determined on the basis of what that difference might mean in terms of performance and what it would cost the Government to take advantage of it. Award may not necessarily be made for technical capabilities that would appear to exceed those needed for fulfilling the requirements of this contract. The Government reserves the right to make cost/technical trade-offs that are in the best interest and to the advantage of the Government.

Price proposals will not be scored.

**POSTAWARD DEBRIEFING OF OFFERORS**

- (a) (1) An offeror, upon its written request received by the agency within 3 days after the date on which that offeror has received notification of contract award in shall be debriefed and furnished the basis for the selection decision and contract award.
- (2) To the maximum extent practicable, the debriefing should occur within 5 days after receipt of the written request.
- (3) An offeror that was notified of exclusion from the competition, but failed to submit a timely request, is not entitled to a debriefing.
- (4) (i) Untimely debriefing requests may be accommodated.
- (ii) Government accommodation of a request for delayed debriefing, or any untimely debriefing request, does not automatically extend the deadlines for filing protests. Debriefings delayed could affect the timeliness of any protest filed subsequent to the debriefing.
- (b) Debriefings of successful and unsuccessful offerors may be done orally, in writing, or by any other method acceptable to the Contracting Officer.
- (c) The Contracting Officer should normally chair any debriefing session held. Individuals who conducted the evaluations shall provide support.
- (d) At a minimum, the debriefing information shall include-
  - (1) The Government's evaluation of the significant weaknesses or deficiencies in the offeror's proposal, if applicable;
  - (2) The overall evaluated cost or price (including unit prices) and technical rating, if applicable, of the successful offeror and the debriefed offeror, and past performance information on the debriefed offeror;
  - (3) The overall ranking of all offerors, when any ranking was developed by the agency during the source selection;
  - (4) A summary of the rationale for award;
  - (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror; and
  - (6) Reasonable responses to relevant questions about whether source selection procedures contained in the solicitation, applicable regulations, and other applicable authorities were followed.
- (e) The debriefing shall not include point-by-point comparisons of the debriefed offeror's proposal with those of other offerors. Moreover, the debriefing shall not reveal any information prohibited from disclosure by Federal Acquisitions Regulations 24.202 or exempt from release under the Freedom of Information Act (5 U.S.C. 552) including-
  - (1) Trade secrets;
  - (2) Privileged or confidential manufacturing processes and techniques;
  - (3) Commercial and financial information that is privileged or confidential, including cost breakdowns, profit, indirect cost rates, and similar information; and
  - (4) The names of individuals providing reference information about an offeror's past performance.
- (f) An official summary of the debriefing shall be included in the contract file.